



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY EUROPE REGIONAL MEDICAL COMMAND
CMR 442
APO AE 09042

1 February 2003

ERMC Directive

**SUBJECT: European Regional Medical Command (ERMC) Career Service
Recognition for Civilian Employees**

1. REFERENCE:

- a. AR 672-20, 29 Jan 99, subject: Incentive Awards.
- b. DA Pamphlet 672-20, 1 Jul 93.

2. PURPOSE: To establish procedures for career recognition for civilian employees within ERMC/Office of the Chief Surgeon, USAREUR (OCSURG).

3. PROCEDURES: ERMC fully supports the Army's Career Service Recognition Program for civilian employees. All ERMC/OCSURG managers are expected to award civilian employees, local national (LN) and US, in a timely manner with career service emblems (lapel pins) and Office of Personnel Management (OPM) certificates in recognition of career Federal Service.

a. Civilian Federal Service will be recognized in 5-year increments beginning with 5 years of creditable civilian service. US and LN civilian employees will be awarded career service emblems and certificates if they complete 10 to 50 years of service. LN employees who achieve 25 or 40 years of creditable service, are also entitled to an additional monetary service recognition.

b. The servicing CPAC will provide organizations with rosters of employees due length of service recognition, and will also provide the necessary certificates and lapel pins. The organization is responsible for preparing and presenting the certificates.


c. Length of service recognitions will be normally presented soon after the employee becomes eligible. The date of recognition may be set within a reasonable period of time after the eligibility to arrange presentation ceremonies for groups of employees or to include the presentation in any other celebration or special event for the activity. Maximum public and employee attention should be focused upon the awards ceremonies which may be best achieved through carefully planned public relations activities.

d. Awards ceremonies for LN employees will be administered in such a way to emphasize the mutual interest of the US and the host government.

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4. POC: Comments and questions pertaining to this policy should be referred to
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